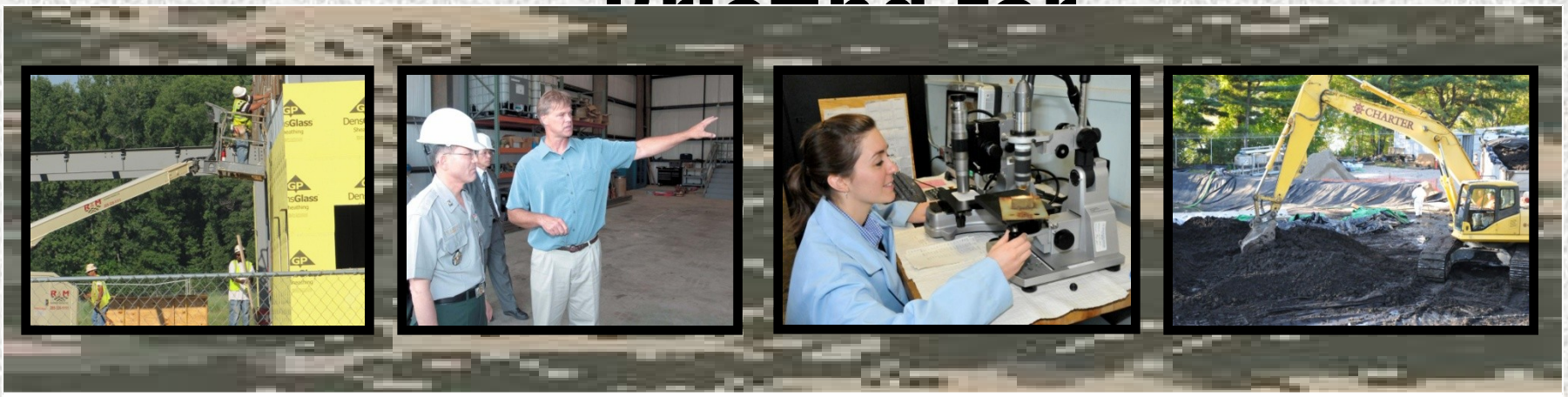
Civilian Human Resources Agency

Civilian Recruitment in the 21st Century : A USA Staffing® Briefing for



Why the Change from Resumix?

- Defense Enterprise Hiring Solution
  - A single hiring process and tool used by all components of DOD
  - USA Staffing is an interim solution
- Why USA Staffing was chosen
  - Resumix not favored by other components as a solution
    - Negative stigma to Resumix
    - Resumix is an unsupported software
  - Integrated with USAJobs
  - Supports OPM's end-to-end hiring model
  - Supports Presidential Hiring Reform initiatives

CHRA Implementation

- Piloted in select locations since March 2010
- Full transition over two years
  - Beginning January 2011
  - Ending April 2012
  - By CPAC
- During transition
  - Vacancies filled under Resumix or USA Staffing procedures
  - www.armycivilianservice.com will post all announcements
  - Individual announcement will link directly to USAJobs or include familiar self-nomination procedures
  - Follow instructions in the job announcement

Changes for Applicants

- Apply through USAJobs/Application Manager
  - Create/store up to 5 different resumes
  - Submit supporting documentation
  - Track status of all applications
  - View messages sent regarding status
    - Initial acknowledgment of receipt of application package
    - Qualifications/referral notification
    - Non-selection notification
- Application package vs. Resume
  - Includes resume, assessment questionnaire responses and supporting documents
  - Everything required before the close of the announcement

Application Package

- Resume
  - Able to tailor resume to specific job opportunities
  - Must include complete dates (month/year) and hours worked per week for each employment period.
  - May be in the format of your choice
  - Can be created using USAJobs template or copied/pasted from Resumix into USAJobs template
  - Must be uploaded under “Resume” in order to receive consideration
  - Only one resume per application will be considered

Application Package

- Assessment Questionnaire
  - Serves two purposes
    - To determine eligibility
    - To determine qualifications
  - Eligibility and qualification determinations based on selected responses to a series of questions
  - Better demonstrate job specific qualifications

Application Package

- Supporting Documents
  - Clearly specified in the announcement to establish eligibility and qualifications
    - Notification of Personnel Action (i.e., SF-50 or DA-3434)
    - DD-214, SF-15, Veterans Administration Letter; Request for Terminal Leave
    - Transcripts
    - Licenses/certifications
    - Additional documentation as required in the vacancy announcement
  - Upload to Applicant Manager and reuse for all future applications

How To Apply to Army Jobs

- Search for current Army vacancies at www.armycivilianservice.com and click on “Job Search”
- Specific instructions on submitting an application package can be found by clicking on “How to Apply”
- Start the application process by clicking “Apply Online” from the job announcement
- Login or create your USAJobs account
- Click on “Apply for this position now!”
- You will be directed to “Application Manager” and click on “Proceed with my Application”
- Complete required information

Army Deployment Schedule

- Piloting in select locations since March 2010
- Full transition over two years
  - Beginning January 2011
  - Ending April 2012
  - By CPAC
  - NAF and APF HR offices may transition on different dates

QUESTIONS?